

State of Vermont

Buildings and General Services
Office of Purchasing & Contracting
10 Baldwin St
Montpelier VT 05633-7501
United States

CONTRACT



Vendor ID 0000295324
LaserMonks Inc
17308 Havenwood Rd
Sparta WI 54656
United States

Contract ID 0000000000000000000017330		Page 1 of 7
Contract Dates 06/01/2010 to 01/31/2011		Origin CPS
Description: CPS-BIO BASED TONER CARTRIDGES		Contract Maximum \$9,999,999.00
Buyer Name Laraway,Elizabeth	Buyer Phone 828-4658	Contract Status Approved

Phone #: 866/808-8080

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1	10417	BIOBASED REMANUFACTURED HP 92298A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4/4+/5/5N/5M SOYPRINT ECO TONER. THIS TONER REPLACES THE PETROLEUM OIL WITH SOY BEAN OIL. VENDOR'S ITEMS NUMBER: SOY92298A PAGE YIELD - 7,100	EA	68.20000	0.00	0.00
2	10418	BIOBASED REMANUFACTURED HP C3909A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 5SI/8000 SOYPRINT ECO-TONER. THIS TONER REPLACES THE PETROLEUM OIL WITH SOY BEAN OIL. VENDOR'S ITEM NUMBER: SOYC3909A PAGE YIELD: 14,029	EA	121.00000	0.00	0.00
3	10419	BIOBASED REMANUFACTURED HP C4092A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR: 100 SOYPRINT-ECO TONER. THIS TONER REPLACES THE PETROLEUM OIL WITH SOY BEAN OIL. VENDOR'S ITEM NUMBER: SOYC4092A PAGE YIELD: 4,318	EA	48.00000	0.00	0.00
4	10420	BIOBASED REMANUFACTURED HP C4096A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 2100/2200 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROLEUM OIL WITH SOY BEAN OIL. VENDOR'S ITEM NUMBER: SOYC4906A PAGE YIELD: 6,000	EA	70.00000	0.00	0.00
5	10421	BIOBASED REMANUFACTURED HP C4127X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4000/4050 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYC4127X PAGE YIELD: 11,376	EA	85.00000	0.00	0.00
6	10422	BIOBASED REMANUFACTURED HP C4129X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 5000/5100 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYC4129X PAGE YIELD: 9,188	EA	94.60000	0.00	0.00

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7	10423	BIOBASED REMANUFACTURED HP C4182X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 8100/8150 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYC4182X PAGE YIELD: 23,000	EA	94.60000	0.00	0.00
8	10424	BIOBASED REMANUFACTURED HP C7115X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 1000/1200 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL VENDOR'S ITEM NUMBER: ECO-C7115X PAGE YIELD: 3,500	EA	58.30000	0.00	0.00
9	10425	BIOBASED REMANUFACTURED HP C8061X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4100 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYC8061X PAGE YIELD: 8,594	EA	86.90000	0.00	0.00
10	10426	BIOBASED REMANUFACTURED HP C8543X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 9000/9050 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYC8543X PAGE YIELD: 32,300	EA	181.50000	0.00	0.00
11	10427	BIOBASED REMANUFACTURED HP Q1338A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4200 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q1338A PAGE YIELD: 12,000	EA	96.00000	0.00	0.00
12	10428	BIOBASED REMANUFACTURED HP Q1339A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4300 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q1339A PAGE YIELD: 20,000	EA	137.50000	0.00	0.00
13	10429	BIOBASED REMANUFACTURED HP Q2610A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 2300 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ2610A PAGE YIELD: 7,056	EA	86.90000	0.00	0.00

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14	10430	BIOBASED REMANUFACTURED HP Q2612A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 1010/1012/1018/1020/1022 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q2612A PAGE YIELD: 2,000	EA	48.40000	0.00	0.00
15	10431	BIOBASED REMANUFACTURED HP Q2613X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 1300 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q2613X PAGE YIELD: 4,000	EA	58.30000	0.00	0.00
16	10432	BIOBASED REMANUFACTURED HP Q2624X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 1150 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ2624X PAGE YIELD: 6,663	EA	65.00000	0.00	0.00
17	10433	BIOBASED REMANUFACTURED HP Q5942A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4240 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q5942A PAGE YIELD: 10,000	EA	91.30000	0.00	0.00
18	10434	BIOBASED REMANUFACTURED HP Q5942X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4345 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q5945A PAGE YIELD: 27,160	EA	128.70000	0.00	0.00
19	10435	BIOBASED REMANUFACTURED HP Q5945A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 4345 BIO CONTENT: BIO-REZ 60+% RESINAGRITONE 35+% TONER SOY/CORN/COTTONSEED OIL. VENDOR'S ITEM NUMBER: ECO-Q5945A PAGE YIELD: 18,000	EA	137.50000	0.00	0.00
20	10436	BIOBASED REMANUFACTURED HP Q5949A BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 1160 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ5949A PAGE YIELD: 3,797	EA	62.00000	0.00	0.00

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21	10437	BIOBASED REMANUFACTURED HP Q5949X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 1320 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ5949X PAGE YIELD: 7,352	EA	88.00000	0.00	0.00
22	10438	BIOBASED REMANUFACTURED HP Q6511X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR 2420 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ6511X PAGE YIELD: 14,680	EA	119.90000	0.00	0.00
23	10439	BIOBASED REMANUFACTURED HP Q7551X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR P3005 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ7551X PAGE YIELD: 13,069	EA	119.90000	0.00	0.00
24	10440	BIOBASED REMANUFACTURED HP Q7553X BLACK TONER CARTRIDGE TONER CARTRIDGE FOR P2015 SOYPRINT ECO-TONER THIS TONER REPLACES THE PETROELUM OIL WITH SOYBEAN OIL VENDOR'S ITEM NUMBER: SOYQ7553X PAGE YIELD: 8,814	EA	96.80000	0.00	0.00

CONTRACT TERMS AND ADDITIONAL INFORMATION

THIS CONTRACT IS ISSUED IN ACCORDANCE WITH THE REQUEST FOR PROPOSAL ISSUED BY THE STATE OF SOUTH DAKOTA ON BEHALF OF NATIONAL ASSOCIATION FOR STATE PROCUREMENT OFFICIALS (NASPO) FOR REMANUFACTURED BIOBASED TONER CARTRIDGE.

STATE OF VERMONT ADDITIONAL TERMS AND CONDITIONS TO THE NASPO TERMS AND CONDITIONS COOPERATIVE PROCUREMENT ARE ATTACHED AND INCORPORATED AS PART OF THIS ORDER AND SHALL TAKE PRECEDENCE OVER ANY INCONSISTENT TERMS IN THIS DOCUMENT OR ANY OF THE ATTACHMENT OR ADDENDA INCORPORATED INTO THIS DOCUMENT.

CONTRACT PERIOD: THIS CONTRACT IS WRITTEN FOR A PERIOD OF 8 MONTHS TO ALIGN WITH THE STATE OF SOUTH DAKOTA CONTRACT 15825 WITH THE OPTION TO RENEW FOR UP TO THREE (3) ADDITIONAL ONE (1) YEAR PERIODS UPON MUTUAL AGREEMENT OF BOTH PARTIES.

TERMS: NET 30 DAYS

MAIN ACCOUNT CONTACT: SARAH CANIGLIA IS THE MAIN CONTACT FOR THE ACCOUNT/CONTRACT - SHE WILL RECEIVE ORDERS, QUESTIONS ABOUT ORDERS OR REPLACEMENTS, SHIPPING AND TRACKING INFORMATION, PROBLEMS WITH ORDER AND DEFECTS. HE IS ALSO THE MAIN CONTACT FOR RECYCLING AND FOR ACCOUNT SETUP AND MANAGEMENT.

SARAH CANIGLIA ACCOUNT MANAGER FOR LASERMONKS
EMAIL: SARAH@LASERMONKS.COM
ALTERNATIVE E-MAIL: S.CANIG@ALLTEL.BLACKBERRY.COM

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Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
PHONE: (866) 808-8080 EXT 225						
ALTERNATE PHONE: (608) 269-1941						
CELL PHONE NUMBER: (608) 633-6008						

BILLING CONTACT

CINDY GRIFFITH ACCOUNTS RECEIVABLE MANAGER
E-MAIL: CINDY@LASERMONKS.COM
PHONE: (866) 808-8080 EXT 226

ORDERING INFORMATION: BELOW IS A LIST OF PRIMARY ORDERING METHODS YOU MAY USE WHEN PLACING ORDERS WITH LASERMONKS FOR THIS CONTRACT. YOU MAY USE THE METHOD MOST CONVENIENT FOR YOU - LASERMONKS IS EQUIPPED TO HANDLE ALL OF THESE METHOD OF ORDERS AND PURCHASE ORDERS.

ORDER BY FAX

YOU MAY PLACE YOUR ORDERS EASILY AND QUICKLY BY SENDING A FAX TO (866) 322-2986. THIS FAX GOES DIRECTLY TO SARAH CANIGLIA WHO IS HANDLING THIS CONTRACT. ORDERS WILL BE PROCESSED IMMEDIATELY AND SENT TO OUR WAREHOUSE FOR SHIPPING.

ORDER BY PHONE:

YOU MAY ALSO ORDER BY PHONE TO (866) 808-8080 EXT 225. THIS EXTENSION ALSO HAS A VOICE MAILBOX AND WE ENCOURAGE YOU TO LEAVE A MESSAGE SHOULD SOMEONE NOT BE AVAILABLE TO ANSWER YOUR CALL. YOU MAY CALL THIS NUMBER FROM 7:00 AM CST TO 6:00 PM CST OR LEAVE A MESSAGE OUTSIDE OF THESE HOURS.

ORDER ELECTRONICALLY BY ECOMMERCE/WEBSITE:

LASERMONKS WILL SET UP A SPECIAL SITE FOR THE STATE OF VERMONT. THIS SITE CONTAINS THE CONTRACTED BIO-TONER PRODUCTS WITH CONTRACT PRICING. AS ORDERS ARE PLACED, THE SITE WILL CONTAIN ORDER HISTORY INFORMATION AND ANY INFORMATION REGARDING DEFECTIVE REPLACEMENTS OR RETURN OF PRODUCT FOR OTHER REASONS.

LASERMONKS WILL SETUP INDIVIDUAL LOGINS FOR EACH DEPARTMENT OR OFFICE. YOU WILL THEN LOGIN FOR YOUR PARTICULAR DEPARTMENT AND HAVE YOUR SHIPPING INFORMATION. YOU WILL ALSO SEE YOUR DEPARTMENT'S SPECIFIC ORDER HISTORY.

TO REQUEST A SPECIFIC LOGIN OR DISCUSS DEPARTMENT OR AGENCY SUB-ACCOUNTS E-MAIL: NASPOTONER@LASERMONKS.COM

TO ORDER BY E-MAIL:

ORDERS BY E-MAIL ARE QUICK AND EASY; SEND AN E-MAIL TO NASPOTONER@LASERMONKS.COM WITH THE FOLLOWING INFORMATION:

1. ITEM NUMBERS YOU ARE PURCHASING ALONG WITH THE QUANTITIES.
2. YOUR PURCHASE ORDER NUMBER (IF YOU USE PURCHASE ORDERS)
3. THE SHIP TO ADDRESS - THIS IS VERY IMPORTANT ESPECIALLY IF SHIP TO ADDRESS IS DIFFERENT THAN YOUR BILL TO ADDRESS.
4. THE CONTACT PERSON ON THE ORDER (WE WILL ADD THAT ONTO THE LABEL/PACKING SLIP)
5. ANY SPECIAL INSTRUCTIONS OR REQUIREMENTS ON THE ORDER (I.E. SPECIAL SHIPPING INSTRUCTIONS).

YOU WILL RECEIVE AN ORDER CONFIRMATION E-MAIL WITHIN 2 HOURS OF YOUR ORDER BEING PLACED.

WE SUGGEST YOUR SEND THE E-MAIL WITH A RED FLAG, HIGH PRIORITY TO ENSURE THAT WE PROCESS THE ORDER TIMELY. ORDERS RECEIVED BY 4:00 PM CST SHOULD BE SHIPPED THE SAME DAY.

QUANTITY: THE ANNUAL VALUE AND QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE; ACTUAL PURCHASES MAY BE HIGHER OR LOWER DEPENDING ON THE STATE'S NEEDS.

DELIVERY: LIABILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE OFFICE OF PURCHASING & CONTRACTING TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICES, WITHOUT EXTRA CHARGE FOR PACKING CASES OR OTHER CONTAINERS. SUCH CONTAINERS WILL REMAIN THE PROPERTY OF THE STATE UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

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NO MINIMUM ORDER OR SHIPMENT AMOUNT. ALL ITEMS IN COMMON USAGE TO BE DELIVERED WITHIN FIVE DAYS FROM THE DATE OF PURCHASE ORDER. THE CONTRACTOR SHALL PROVIDE WRITTEN NOTIFICATION TO THE ORDERING AGENCY AT TIME OF ORDER IF ITEMS ARE NOT AVAILABLE FOR IMMEDIATE DELIVERY.

PRICING: ALL EQUIPMENT PRICING IS TO INCLUDE F.O.B. DELIVERY TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. ALL EQUIPMENT SHALL BE DELIVERED ASSEMBLED, SERVICED, OILED, AND READY FOR IMMEDIATE USE, UNLESS OTHERWISE REQUESTED BY THE PURCHASING AGENCY.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT, OR ANY PORTION THEREOF, IF, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THE CONTRACT

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

CONTRACT TERMS: THIS CONTRACT WILL BE SUBJECT TO REVIEW THROUGHOUT ITS TERM. THE STATE WILL CONSIDER CANCELLATION UPON DISCOVERY THAT A VENDOR IS IN VIOLATION OF ANY PORTION OF THE AGREEMENT, INCLUDING AN INABILITY BY THE VENDOR TO PROVIDE THE PRODUCTS, SUPPORT, AND/OR SERVICE OFFERED IN THEIR RESPONSE.

VERMONT STATE COLLEGES: THIS CONTRACT IS ALSO AVAILABLE FOR USE BY THE UNIVERSITY OF VERMONT AND THE VERMONT STATE COLLEGES INC., A SEPARATE CORPORATION, HAVING UNDER ITS JURISDICTION CASTLETON STATE COLLEGE, JOHNSON STATE COLLEGE, LYNDON STATE COLLEGE, COMMUNITY COLLEGE OF VERMONT, AND THE VERMONT TECHNICAL COLLEGE.

TOWNS AND SCHOOLS OF THE STATE OF VERMONT: AT THE BIDDER'S ELECTION POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE MAY PARTICIPATE IN STATE CONTRACTS AT THE SAME PRICES, TERMS AND CONDITIONS. ITEMS FURNISHED TO POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES WILL BE BILLED DIRECTLY TO AND PAID FOR BY THE POLITICAL SUBDIVISIONS OR INDEPENDENT COLLEGES AND NEITHER THE STATE NOR ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES PERSONALLY OR OFFICIALLY ASSUMES ANY RESPONSIBILITY FOR THESE PAYMENTS.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

CUSTOMER SATISFACTION SURVEY: TO HELP US UNDERSTAND HOW WE CAN BETTER SERVE YOU, WE ARE INTERESTED IN RECEIVING YOUR COMMENTS REGARDING THE QUALITY OF SERVICE YOU RECEIVED IN YOUR MOST RECENT INTERACTION WITH THE DEPARTMENT OF BUILDINGS & GENERAL SERVICES (BGS). PLEASE COMPLETE THE ON-LINE CUSTOMER COMMENT FORM AT:
http://www.bgs.state.vt.us/forms/bgs_surveys/index.php?type=customer&action=customer

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THE CONTRACTOR WILL ESTABLISH A VERMONT CONTRACT PAGE ON ITS WEB SITE ON WHICH WILL APPEAR THE MOST UP TO DATE PRODUCT PRICING AND OTHER RELEVANT CONTRACT INFORMATION, AS WELL AS LINKS TO PRODUCT INFORMATION.\

TO REQUEST A REPLACEMENT FOR DEFECTIVE PRODUCT OR CREDIT FOR UNUSED PRODUCT:

YOU MAY E-MAIL AT NASPOTONER@LASERMONKS.COM OR CALL AT (866) 808-8080 OR FAX T (866) 322-2986. PLEASE DETAIL YOUR REQUEST AND REASON FOR REQUEST. IF IT IS A DEFECT THE VENDOR WILL SHIP YOUR REPLACEMENT IMMEDIATELY. YOU WILL THEN BE NOTIFIED BY E-MAIL OR PHONE WITH INSTRUCTIONS ON HOW TO RETURN THE DEFECTIVE PRODUCT. IF IT IS A REQUEST FOR CREDIT FOR UNUSED PRODUCT, ALLOW 24 HOURS FOR A RESPONSE.

INSTRUCTIONS FOR RETURNING USED TONER CARTRIDGES.

1. EACH TONER CONTAINS A PREPAID UPS LABEL IN THE BOX
2. WHEN TONER IS USED UP, PLACE TONER IN ORIGINAL BOX (OR ANOTHER BOX IF YOU DO NOT HAVE THE ORIGINAL BOX)
3. AFFIX THE LABEL ONTO THE BOX
3. IF MORE THAN ONE TONER IS BEING SENT, LASERMONKS WILL SHIP OUT A PREPAID TONER BOX (HOLDS 8-10 TONERS). CONTACT SARAH CANIGLIA AT SARAH@LASERMONKS.COM OR (866) 808-8080 EXT 225 FOR THE BOX.

THE VISA PURCHASING CARD MAY BE USED AS A FORM OF PAYMENT UNDER THIS CONTRACT.

TYPES OF PAYMENT ACCEPTED: LASERMONKS ACCEPTS THE FOLLOWING PAYMENT TYPES:

1. CREDIT CARDS (INCLUDING GOVT CREDIT CARDS) VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER
2. ELECTRONIC CHECK
3. PAYMENT BY CHECK ON ACCOUNT (NET TERMS)
4. PAYMENT BY ACH - (FOR ACH PAYMENTS PLEASE CONTACT SARAH@LASERMONKS.COM OR CALL (866) 808-8080 TO SETUP THE ACH PAYMENT

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:

BETSY LARAWAY
PURCHASING AGENT
802-828-4658
FAX # 802-828-2222
betsy.laraway@state.vt.us

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____